

## Shelby CDSA Catchment Area Transition Plan, 2011-2012

The purpose of this document is to develop consistent transition practices and procedures between the Children's Developmental Services Agency (CDSA) and the Local Education Agencies (LEA) within each catchment area. LEAs will need to agree to establish the same practices so that practices between the CDSA and all of the LEAs can be consistent and reliable. All parties will need to agree to the same processes/practices written in this plan and program leadership will need to sign off accordingly.

### Who is "Potentially Eligible" for Part B Services?

All children enrolled in the Part C program at the time of transition shall be deemed "potentially eligible" for Part B services.

- The LEA **must** be notified of all children deemed "potentially eligible" who are enrolled in the Part C program.
- An Individual Family Service Plan (IFSP) transition planning conference (TPC) must be held for all "potentially eligible children".
- The IFSP transition planning conference teams may make the determination that a formal referral to Part B is not appropriate. Part C and Part B staff will document on their copy of the Part C Written Notice/Invitation.
  - Or, the LEA may choose to schedule a comprehensive screening to determine the need for further evaluation.
  - If a potentially eligible child is screened to determine the need for further evaluation, the DEC 1, DEC 2 and DEC 5 process may be completed at the time of the screening. If DEC 1, DEC 2 and DEC 5 are completed, the 90-day timeline is started.
- In the event that the LEA **is not** invited to the transition conference, procedural safeguards for the Part B program and the appropriate program contact information will be provided to the family.

### Reporting the Total Number of Children Enrolled in Part C

To assist LEAs with planning for the number of entry level assessments they must conduct (e.g., hire staff, develop contracts for personnel, etc), the CDSA will report the number of children enrolled in its program to the LEAs on a regular basis, as defined below. Unduplicated child counts should be reported for all children who have reached 2 years, 3 months of age by the reporting date.

1. Please indicate the timeline for the CDSA's regular transmission of total number of children enrolled in the Part C program from the CDSA to the LEAs. List the day(s) of the month data will be transmitted.
  - **Quarterly – sorted by county – unduplicated – 15<sup>th</sup> business day of the month on a quarterly basis in July, October, January and April – children turning 27 months during the previous three months.**
    - **Example: July 15, 2011, the CDSA would send to each LEA in its catchment area an unduplicated count of the total number of children turning 27 months old during the months of April, May and June.**

2. Please list the primary CDSA contact (list position), email address and phone number of the responsible party for sending the Child Find (CF) Notification.
  - **Thomas McGhee, CDSA Director or designee, (704) 480-5440,**  
[Thomas.McGhee@dhhs.nc.gov](mailto:Thomas.McGhee@dhhs.nc.gov)
3. Please list the primary LEA contact (list position), email address and phone number of the responsible party for receiving and logging in CF Notification information (list for each LEA as applicable).
  - **Cleveland Co. – Kim Wease, EC Preschool Coordinator, (704) 476-8073,**  
[kdwease@clevelandcountyschools.org](mailto:kdwease@clevelandcountyschools.org)
  - **Gaston Co. – Elizabeth Mills, EC Preschool Coordinator, (704) 866-6160,**  
[elizabethmills@gaston.k12.nc.us](mailto:elizabethmills@gaston.k12.nc.us)
  - **Lincoln Co. – Ethel Sigmon, EC Preschool Coordinator, (704) 736-1017, Ext. 24913,**  
[ebolick@lincoln.k12.nc.us](mailto:ebolick@lincoln.k12.nc.us)
  - **Polk Co. – Alan Breeden, Director of Special Services, (818) 894-3051,**  
[abreedden@polkschools.org](mailto:abreedden@polkschools.org)
  - **Rutherford Co. – Carol Harris, EC Preschool Coordinator, (828) 286-3901, Ext. 207,**  
[charris@rcsnc.org](mailto:charris@rcsnc.org)

### Child Find (CF) Notification:

Notification is required for all potentially eligible children who are enrolled in Part C and who will soon reach the age of three (i.e., 2 years, 3 months to 2 years, 9 months). These are reported in Part C Indicator 8(b) and Part B Indicator 12(a). All children enrolled in Part C system will be included in a Child Find directory listing (CF Notification) that will be transmitted electronically, with password protection, to the LEA. The required information from the CDSA is listed on the sample Notification spreadsheet (See page 13) and includes:

- Date of CF Notification
- First and Last Name of the Potentially Eligible Child
- Parent Name
- Address
- Phone
- Date of Birth
- Home Language
- Early Intervention Service Coordinator Name (EISC name)

Each LEA CF Notification must be provided to the LEA where the toddler with a disability resides. This notification is not the start of the 90-day timeline for Part B eligibility and placement determination. Parental consent is not required for CF Notification. The Procedural Safeguards will be shared with families during the transition process. See North Carolina Transition Planning Timeline on page 12.

1. Please indicate the timeline for regular transmission of the child find/transition data from the CDSA to the LEAs. List the day(s) of the month data will be transmitted.
  - **List of children who turn age 27 months to 34 months in the previous month – the 15<sup>th</sup> of the month.**
2. Please list the primary CDSA contact (list position), email address & phone number of the responsible party at the CDSA send the CF Notification.
  - **Thomas McGhee, CDSA Director or designee, (704) 480-5440,**  
[Thomas.McGhee@dhhs.nc.gov](mailto:Thomas.McGhee@dhhs.nc.gov)
3. Please list the primary LEA contact (list position), email address & phone number in the LEA who will receive and document the CF Notification information (list for each LEA as applicable).
  - **Cleveland Co. – Kim Wease, EC Preschool Coordinator, (704) 476-8073,**  
[kdwease@clevelandcountyschools.org](mailto:kdwease@clevelandcountyschools.org)
  - **Gaston Co. – Elizabeth Mills, EC Preschool Coordinator, (704) 866-6160,**  
[elizabethmills@gaston.k12.nc.us](mailto:elizabethmills@gaston.k12.nc.us)
  - **Lincoln Co. – Ethel Sigmon, EC Preschool Coordinator, (704) 736-1017, Ext. 24913,**  
[ebolick@lincoln.k12.nc.us](mailto:ebolick@lincoln.k12.nc.us)
  - **Polk Co. – Alan Breedon, Director of Special Services, (818) 894-3051,**  
[abreedon@polkschools.org](mailto:abreedon@polkschools.org)
  - **Rutherford Co. – Carol Harris, EC Preschool Coordinator, (828) 286-3901, Ext. 207,**  
[charris@rcsnc.org](mailto:charris@rcsnc.org)

4. Please indicate the method in which the CDSA and LEA contacts will ensure confidentiality through the use of password protection.
  - **CDSA will use a spreadsheet that is password protected or with a password protection program for each LEA transmission.**
5. Please indicate whether lists will be duplicated or unduplicated (i.e., one list will build upon the next).
  - **Duplicated**
  - **Unduplicated lists if the process can be developed by CDSA**

#### **Scheduling the Transition Planning Conference**

The most effective method of scheduling transition conferences is for both CDSA and LEA staff to have regularly established dates on which conferences are held. This should assure the adequate allocation of resources and staff time for attendance at all meetings. The Early Intervention Service Coordinator is responsible for scheduling, with input from the parent and LEA, and for holding the transition conference. The Preschool Staff is responsible for participating in all transition conferences, when invited. Part B Procedural Safeguards must be provided to the family during the transition process.

1. Please describe the agreed upon transition conference scheduling process between the CDSA and each of its LEAs.
  - ***Flexibility is needed for a variety of reasons such as travel time, and scheduling required members to attend. Phone calls will be made to adjust the schedule as needed.***
    - Lincoln Co. – scheduling every Thursday of the month
    - Cleveland Co. – scheduling 1<sup>st</sup> Tuesday, 3<sup>rd</sup> Wednesday, and 2<sup>nd</sup> Monday of the month
    - Gaston Co. – scheduling 1<sup>st</sup> Wednesday, 2<sup>nd</sup> Friday, 3<sup>rd</sup> Tuesday, and 4<sup>th</sup> Monday of the month
    - Polk Co. – scheduling 1<sup>st</sup> and 3<sup>rd</sup> Thursdays in the afternoon
    - Rutherford Co. – scheduling 1<sup>st</sup> Monday, 2<sup>nd</sup> Wednesday, and 4<sup>th</sup> Friday of the month for the full day.
  - **An annual calendar will be established between the CDSA and the LEAs.**
    - The CDSA director (or designee) will send the scheduling calendar to LEAs for review by June 20, 2011. The LEA will confirm the calendar dates/times for the year or make appropriate adjustments for school calendar variations by June 30<sup>th</sup>.
    - Utilize a shared calendar that reflects all LEAs in the catchment transition planning schedule.
    - Service coordinators will put the first and last initials of the child's name, the service coordinator's name, as well as the location within the county (or whether it's an office or home visit).
    - If a TPC is not scheduled 14 days in advance, that date is closed. The LEA will write "call me" on the calendar. If a TPC meeting is needed in less than 14 days, the

service coordinator will either call or email the LEA contact to schedule and confirm a meeting date and tie. (Ex: late referral, sickness, no shows. etc.)

2. Please list the parties responsible for scheduling the transition conferences. List the appropriate CDSA and the LEA staff.

- **CDSA service coordinators**

- Cleveland Co. – Kim Wease, EC Preschool Coordinator, (704) 476-8073, [kdwease@clevelandcountyschools.org](mailto:kdwease@clevelandcountyschools.org)
- Gaston Co. – Elizabeth Mills, EC Preschool Coordinator, (704) 866-6160, [elizabethmills@gaston.k12.nc.us](mailto:elizabethmills@gaston.k12.nc.us)
- Lincoln Co. – Ethel Sigmon, EC Preschool Coordinator, (704) 736-1017, Ext. 24913, [ebolick@lincoln.k12.nc.us](mailto:ebolick@lincoln.k12.nc.us)
- Polk Co. – Alan Breeden, Director of Special Services, (818) 894-3051, [abreedden@polkschools.org](mailto:abreedden@polkschools.org)
- Rutherford Co. – Carol Harris, EC Preschool Coordinator, (828) 286-3901, Ext. 207, [charris@rcsnc.org](mailto:charris@rcsnc.org)

3. Please describe how the CDSA and LEAs will maintain an up-to-date contact list for staff responsible for scheduling and attending the transition conferences.

- **The service coordinator will contact the preschool coordinator.**
- **The LEA EC Directors (or their designees) will contact the CDSA Director with any changes that occur.**

4. Please list the parties responsible for updating the contact list when changes occur in staffing. List responsible parties for the CDSA and each of the LEAs in this catchment area.

- **The LEA EC Directors (or their designees) will contact the CDSA Director with any changes that occur.**
  - Cleveland Co. – Nellie Aspel, EC Director, (704) 476-8068, [naspel@clevelandcountyschools.org](mailto:naspel@clevelandcountyschools.org)
  - Gaston Co. – Sadie Broome, EC Director, (704) 866-6173, [Sadie\\_Broome@gaston.k12.nc.us](mailto:Sadie_Broome@gaston.k12.nc.us)
  - Lincoln Co. – Sheila Finger, EC Director, (704) 736-1017, [sfinger@lincoln.k12.nc.us](mailto:sfinger@lincoln.k12.nc.us)
  - Polk Co. – Alan Breeden, EC Director, (828) 894-3051, [abreedden@polk.k12.nc.us](mailto:abreedden@polk.k12.nc.us)
  - Rutherford Co. Tom Griffin, EC Director, (828) 245-0252, Ext. 180, [tgriffin@rcsnc.org](mailto:tgriffin@rcsnc.org)

### Invitation to the Transition Planning Conference

The Part C staff must send an invitation (Part C Written Notice/Invitation) to the LEA with written or oral parental consent. The invitation should be sent at least ten calendar days prior to the meeting. However, best practice is to develop a collaborative process for scheduling transition conferences to ensure attendance by all required participants.

For some children, Part B may not be invited to the transition conference. Procedural safeguards for the Part B program will be provided to the family during the transition process.

1. Please indicate the agreed upon process for transmitting the invitation to the IFSP transition planning conference. Note if it will be transmitted electronically by email, fax, or through the United States Postal Service.
  - **Via Fax**
2. Please note how the CDSA will monitor timely issuance of invitations.
  - **Quality assurance *record review tool* will be utilized to monitor previous issuance of invitations.**
3. Please note how the LEAs will log in invitations once received.
  - **LEAs will log invitations into a spreadsheet.**
4. Please indicate how the CDSA will inform the LEA if a child exits Part C after the transition planning conference has been held.
  - **When the child exits or moves, the CDSA Service Coordinator(s) will contact the LEA preschool coordinator.**
  - **When the child moves, the sending LEA preschool coordinator will contact the receiving LEA preschool coordinator.**
5. Please note how the LEA staff will attend transition planning conferences held during the summer months.
  - **For children whose TPCs are due during the summer, to the extent possible, early TPCs will be completed prior to the end of the LEA school year.**
  - **For those LEAs that do not have a preschool coordinator in the summer, then the EC director or designee is responsible to notify the CDSA Director (or designee) with the name and contact information for the LEA contact for the summer.**
6. Note how the CDSA and LEAs will conduct a self-assessment of this process.
  - **The CDSA will have a catchment area meeting at least annually which will include a review of the process.**

**Late Referrals to Part C (90 days to 45 days prior to the child's third birthday)**

***See Federal IDEA Part C & Part B Transition Requirements for Late Referral to Part C on page 10 & 11.***

When children are referred to Part C as they are approaching age three, there are different program and reporting requirements for the IDEA Part C and Part B programs depending on the age of the child. Please see attachments on pages 10 and 11 for timelines and roles and responsibilities of Parts C and B staff. Coordination between the IDEA Part C and Part B programs is critical to ensure that both programs can reach and maintain 100% compliance with SPP/APR Indicators Part C8 and Part B12 on early childhood transition. It is also critical to ensure that families gain an understanding of the different service delivery systems and their options in a compassionate and meaningful way.

Part B conducts assessments and develops the IEP within 90 days of referral (or sooner if timeline expires after the third birthday). Part B informs the family that the Part C Service Coordinator must be invited to the IEP meeting at the parent's request, and; invites Part C staff if the parent requests. Data are reported in Indicators Part B11, B12 (a) and B12 (e).

1. For children referred to the Part C program between 90 and 45 days prior to their third birthday, the transition conference is *NOT* required. The programs may, however, choose to do so and may conduct the initial IFSP and IEP Team meeting concurrently to meet Parts C and B timelines. Please indicate below the agreement on a standardized practice for conducting initial IFSP and IEP Team meetings.
  - **TPC meetings will not be conducted with the initial IFSP.**
  - **Once CDSA has determined the child meets the eligibility criteria for the ITP, then a TPC will be scheduled. Both CDSA and LEAs will give reasonable notice for these meetings.**
  - **The LEA may schedule a concurrent meeting.**
  - **Note: EISC will contact the Lea about scheduling the meeting.**
    - **Part C will fax the invitation to the LEA and send it to the family.**
    - **Part B will contact the family and gain parental consent for the EISC to attend the IEP meeting and give reasonable (7-10) notice.**
    - **The LEA will mail the invitation to the family and fax to the EISC.**
2. Parts C and B programs may also choose to jointly conduct evaluations for respective eligibility criteria to meet Parts C and B timelines. Please indicate below the agreed upon standardized practice for conducting evaluations for eligibility determination for both programs. How will the CDSA and LEAs attempt to collaborate?
  - **The CDSAs and LEAs discuss the needed evaluations and agree upon roles and responsibilities.**

3. Please indicate the agreed upon process for transmitting the invitation to the initial IFSP and IEP Team conferences. Note if it will be transmitted electronically by email, fax, or through the United States Postal Service.
  - **The invitation to the TPC meeting (EX: on 3-part NCR paper) is copied and sent to LEA contacts 10 days prior to the meeting by fax or hand delivery, as appropriate.**
  - **EISCs will send an individual Child Find Notice to the preschool coordinators for children who are 34 to 36 months of age.**
  - **Note: Part B must include children between 34 and 35.5 months of age into their notification spreadsheets (Indicators 12A and 12E).**

**Late Referral to Part C (45 days before third birthday)**

***See Federal IDEA Part C & Part B Transition Requirements for Late Referral to Part C on pages 10 & 11.***

Part C can choose NOT to act on these referrals and the child is not considered served by Part C. LEA Notification and transition plan are **NOT** required unless eligibility is determined. A transition conference is NOT required. Part C assists the family in contacting the LEA and facilitates initiating the Part B process. Part B treats it as an initial referral if the parent initiated a request for an evaluation and provides parents with their procedural safeguards notice and Part B information. Part B completes the written referral, reviews existing data, provides prior written notice, and obtains parental consent if new assessments are needed. The Service Coordinator is not invited to the IEP Team meeting since the child was not served in Part C.

1. Please indicate the agreed upon process for Part C contacting the Part B program upon receipt of a late referral (45 days before the third birthday). Note the following: a) timeline for contacting Part B program upon receipt of late referral, b) form of documentation, and c) method or process for transmitting information, e.g., electronically, by email, fax, or phone.
  - **Part C does not evaluate not enroll these aged children into the ITP program. A CDSA service coordinator will coach and give information to the family for contacting the LEA directly.**



## ATTACHMENTS

## North Carolina Infant-Toddler Program Written Notice/Invitation

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date: \_\_\_\_\_

Dear \_\_\_\_\_

This letter is to provide notice of the following: (check all that apply)

### Eligibility

- ☐ A meeting to discuss/determine your child's eligibility for the NC Infant-Toddler Program.
- ☐ Your child is eligible for the NC Infant-Toddler Program.
- ☐ Your child is not eligible for the NC Infant-Toddler Program.

### Evaluation

- ☐ An evaluation subsequent to initial IFSP development.

### IFSP

- ☐ An initial meeting to develop your Individualized Family Service Plan.
- ☐ A six-month review of your Individualized Family Service Plan.
- ☐ An annual meeting to review your Individualized Family Service Plan.
- ☐ Other review.

### Transition

- ☐ A meeting to add (or review) the transition plan to your child's Individualized Family Service Plan.
- ☐ A Transition planning conference.

Date of referral to Part C: \_\_\_\_\_

Primary Language: \_\_\_\_\_

The NC Infant-Toddler Program is required to provide you with written prior notice within ten (10) calendar days before proposing or refusing to initiate or change the identification, evaluation, or placement of your child or the provision of appropriate early intervention services to your child or family.

Action being proposed or refused:

(Required for notice) Reasons why this action(s) is being proposed, or refused, including a description of information used to make this decision (i.e. parent interview information, evaluation/assessment procedures, reports, records, etc.)

- ☐ You have indicated that the following is convenient for you:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Address: \_\_\_\_\_

- ☐ I have been unable to reach you to schedule an appointment so the following have been selected. Please call and confirm this date, time, and place are convenient.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Address: \_\_\_\_\_

You have given consent for the following people to be invited and/or be informed of the above. They will receive a copy of this notice or if indicated above in the transition box, this Invitation to Transition Planning Conference.

(Please include name and relationship/agency information)

EISC Name: \_\_\_\_\_

CDSA Name: \_\_\_\_\_ CDSA Phone Number: \_\_\_\_\_

### Parental Notice of Child and Family Rights and Procedural Safeguards:

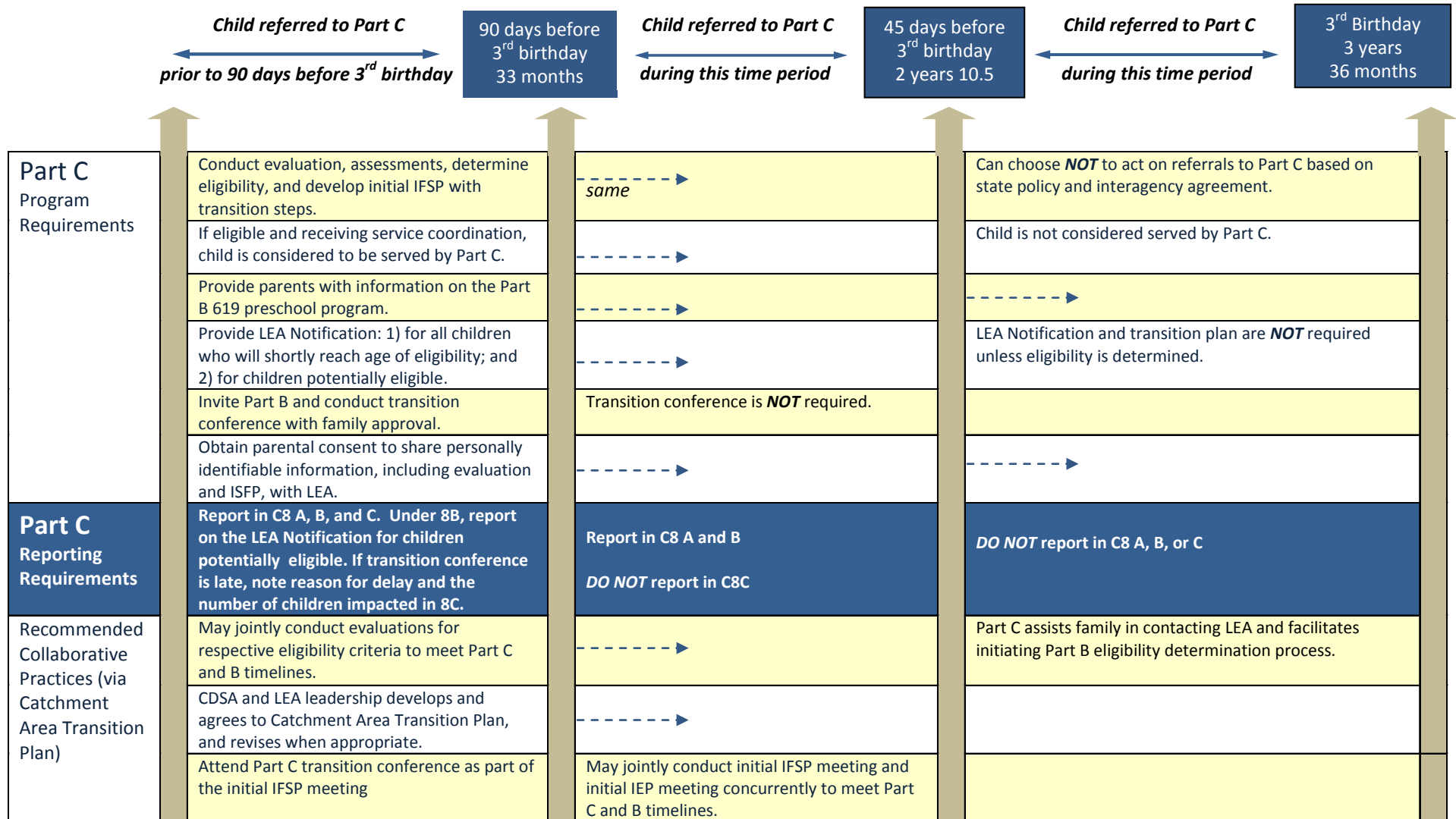
A copy of the North Carolina Infant-Toddler Program Notice of Child and Family Rights document is provided to you and pertinent rights and procedural safeguards are reviewed and explained as an accompaniment to all written prior notice forms.

### For CDSA Use (check and complete all that apply):

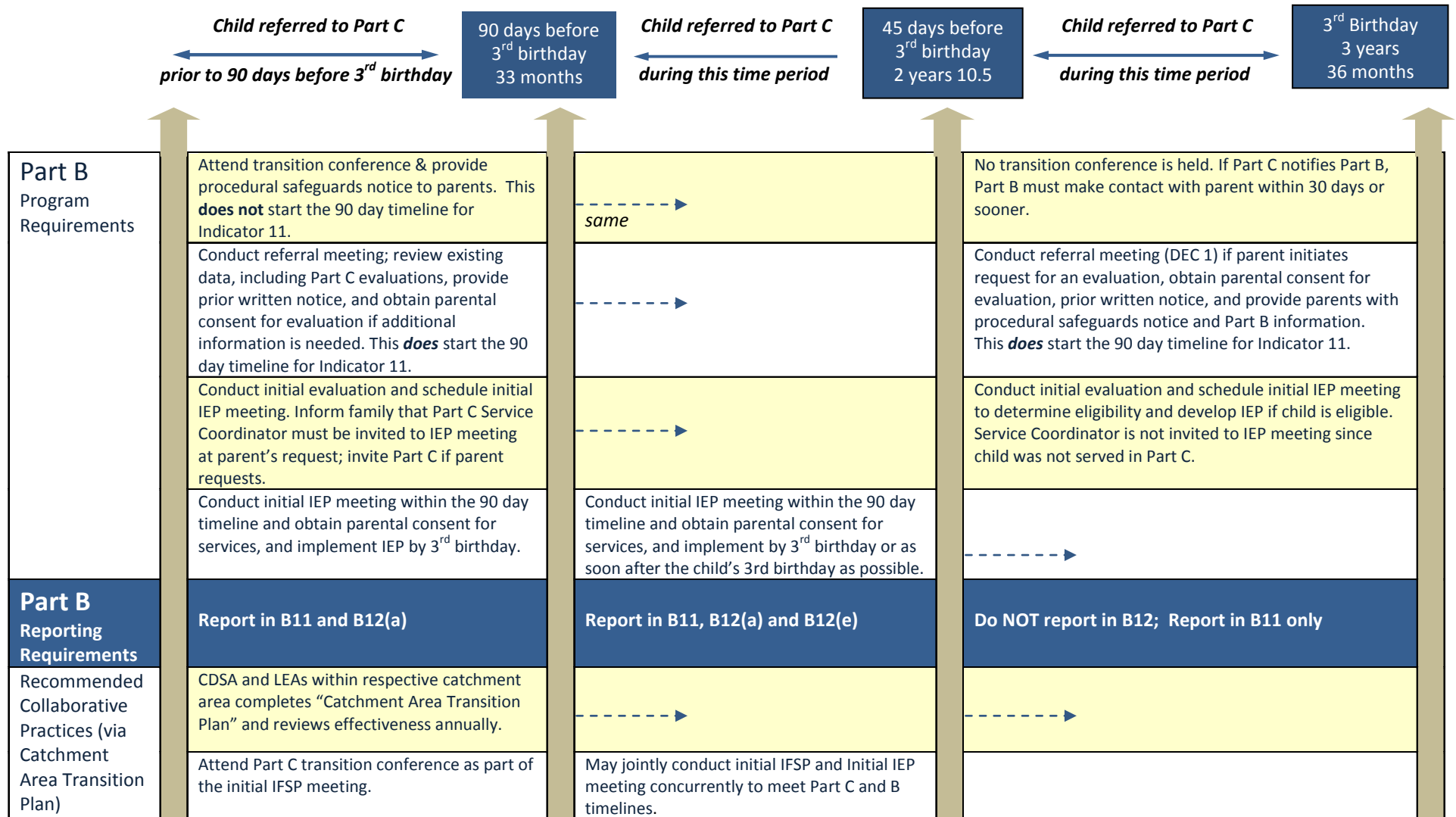
- ☐ Notice mailed on \_\_\_\_\_
- ☐ Notice hand-delivered on \_\_\_\_\_
- ☐ Parent agreed on \_\_\_\_\_
- To have the proposed action(s) occur sooner and not wait the ten (10) day prior notice time.



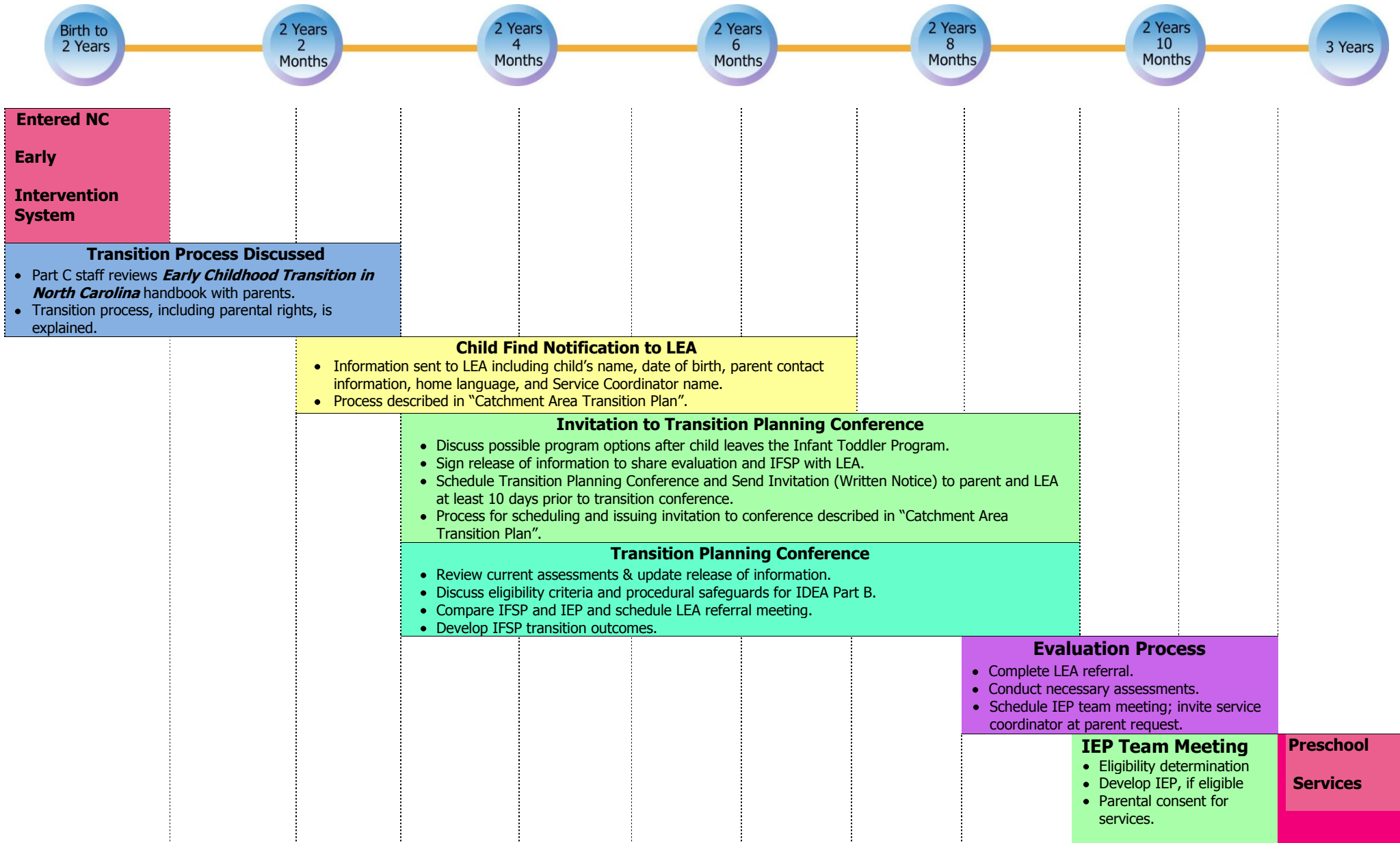
## North Carolina IDEA Part C & Part B Transition Requirements for Late Referrals to Part C



## North Carolina IDEA Part C & Part B Transition Requirements for Late Referrals to Part C



## h Carolina Early Childhood Transition Timeline



[illegible]

## Sample Child Find Notification Data Sharing Spreadsheet

Instructions: Part C Service Coordinator supervisor or designee completes section in green and transmits to Part B designee according to the process described in Catchment Area Transition Plan.

[illegible]

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